

Amana Board Meeting
June 20, 2009

Present: Pam Holloway, Linda Afani, Lemiya Alexander, Ehab Jaleel, Andrea Cooper Gatewood and Shuaib Hanief

I. Reading – Ehab Jaleel: A reflection on our Amana EL design principles - a reading from Emily Cousin's book on competition: offers support and builds competence among EL students

II. Announcement of New Executive Director – Pam Holloway announced Jeff Weiner has accepted the position of Executive Director and would be starting on July 1st

Andrea Cooper Gatewood suggested the board host a social to welcome Jeff and his family to the school.

Linda Afani asked that board have an additional meeting setting expectations with the new ED soon after he joins Amana.

III. Financial Report- Pam Holloway

An agreement has been reached with Fulton County Schools to give in-kind donations to the school in lieu of cash. The details regarding the total package are still being discussed. Shuaib Hanief was able to announce science lab equipment including furniture and cabinets would be received by the school in time for the upcoming school year.

Discussions have taken place with the Fulton County Schools regarding the percentage of the management fee the county is legally allowed to charge charter schools. The current rate of 5% is higher than the allowable rate of 3%. This matter is under review by the county.

IV. Facility Update – Shuaib Hanief

Per approval in the May board meeting several facility improvements will be undertaken during the coming summer in preparation for the upcoming academic year. These include:

- a) Hallways: Painting and replacing carpet with new vinyl tile
- b) Signage will done in the back of the school to address safety issues
- c) Holes in gym will be fixed
- d) Digital projector/monitor will be installed to promote upcoming events
- e) FLOSS kits used in the science program have been ordered

V. Calendar – Andrea Cooper Gatewood

The board calendar was reviewed

The final calendar will be housed on the Amana Google Docs in a file cabinet

Adjustments need to be made regarding the election process to reduce the amount of time between the nominations, elections, orientations and induction of new board members.

Board discussed the inclusion of Board development time on the calendar (ie Fundraising 101 and 201) Ehab Jaleel suggested during training an actual corporate solicitation take place to give all board members the chance to hone their fundraising raising skills.

July 25th 2009 – Next board meeting

VI. Policy Committee - Lemiya Alexander

Process/Framework: Look back at what policies have been developed in the past and then a look at what charter school policies should look like

Half of the policies we need are in place (addendum has a complete list of polices with policies that have been developed highlighted in yellow)

The board chose to review policies that were up for second reading and make changes in the board meeting;

Suspension/Termination policy: Discussion regarding the HR committee will insure that the process of suspension/termination process is fair and follows the policy. Made changes and will be released for a third and final reading.

Electronic Records Retention policy: Discussion regarding time period that documents should be saved; Policy was approved

Late Pick-Up policy: Discussion and approved by board

Use of parent email list policy: JJ Credi's comments was taken into consideration; approved by board

Personnel Leave Policy and Procedure: Will be revised; and will be submitted for a third reading

Board Member Conflict of Interest: will go back to policy committee to be redrafting and will be bought to the board at a later time

In the future board members will review all policies prior to board meeting and send comments to policy committee for discussion and review.

VII. HR CREW – Ehab Jaleel

The HR Committee has been a process focused committee

Reviewed revised timeline

The evaluation framework for the Executive Director position will include three sections

- 1) Linkage to the Strategic and Annual Plan goals and objectives

- 2) Evaluation Tool – national tool used by other schools and school districts
- 3) Charter and Core benchmarks that are linked with ELOB and unique to the Amana culture and environment

Committee has decided to table discussions regarding the teacher and staff compensation plan until the new Executive Director is on board and can be included in the discussions.

HR Policy will be submitted at the next board meeting

VIII. Strategic Planning Special Workshop

We will have a special meeting for strategic planning linked with our business meeting in the month of July.